

SERGEANTS MAJOR COURSE PRE-ARRIVAL TASK LIST
(as of 1 FEB 2016)

Print Name (LAST, FIRST)			
Initial	TASK	SUSPENSE DATE	REMARKS
	Contact the International Military Student Office if you wish to volunteer to sponsor an international student	NLT 1 MAY 2016	IMSO: michael.r.huffman4.civ@mail.mil or 915-744-9055
	Ensure that P2/P3 profile is correct in eProfile	NLT 30 MAY 2016	
	MEDPROs & PHA Status must be green within 90 days of starting the course	NLT 1 MAY 2016	
	Obtain a copy of the results for MEB/PEB for P2/P3 profiles indicating that you are fit for duty	prior to departure from losing unit	
	Change TRICARE enrollment to West Region	prior to departure from losing unit	
	Ensure DEERs enrollment is up-to-date for all family members	prior to departure from losing unit	
	Ensure EFMP enrollment will not expire prior to AUG 2017	prior to departure from losing unit	
	ISG / CSM lateral appointment to MSG / SGM	prior to departure from losing unit	
	Extend / Reenlist to meet 24-month service obligation upon graduation (ETS NLT JUNE 2019)	prior to departure from losing unit	
	Terminate Special Duty Assignment Pay (SDAP)	prior to departure from losing unit	
	Enroll in the Army Training & Certification Tracking System	prior to departure from losing unit	
	Ensure that your Information Assurance(IA) Training Certificate will not expire prior to 1 July 2016	prior to departure from losing unit	
	Enroll in GoArmyEd, if you plan to attend college while in the course	prior to departure from losing unit	
	Apply for the Professional Military Education (PME) waiver through HRC if you plan to leave your family at your losing unit duty station; ensure it is on your orders	prior to departure from losing unit	see MILPER message on website for details. This is an individual request and not completed at USASMA.
	Ensure your security clearance is current	prior to departure from losing unit	
	OCONUS personnel- ensure you have documentation that your school age children are tuberculosis free	prior to departure from losing unit	
	All school age children must be up-to-date on immunizations	prior to departure from losing unit	
	Obtain test results for gifted/talented enrolled children	prior to departure from losing unit	
	Obtain physical examination results for school age children who wish to participate in sports	prior to departure from losing unit	
	Contact Fort Bliss Housing (Balfour Beatty) if you plan to live on- post; single Soldiers also have on-post options through Balfour Beatty	prior to departure from losing unit	http://www.ftblisshousing.com http://www.fortblissfamilyhomes.com (915) 564-0795
	Motorcycle Riders ensure your Basic Riders Course (valid for 1 year) and/or your Experienced Rider Course/Sport Bike Riders Course (valid for 3 years) will remain current through AUGUST 2017	prior to departure from losing unit	both courses are offered at Fort Bliss but taking either is difficult without compromising time from the course
	Check pet policy for Fort Bliss and El Paso	prior to departure from losing unit	(915) 742-2266 / (915) 742-3388
	Ensure that your family care plan (FCP) is valid; must be on file with USASMA within 60 days of arrival	prior to departure from losing unit	
	Submit SEIPME Certificate	COMPLETE BEFORE GRAD FROM THE COURSE	Registrar - betty.l.bradford.civ@mail.mil
	Conduct a DA Photo prior to departure if you are going to compete on the Centralized Selection List (CSL) for CSM	Highly recommended prior to departure from losing unit	
	AT Level 1	NET 1 JUNE & NLT 31 JULY 2016	https://atlevel1.dtic.mil/at/
	Combating Trafficking in Persons	NET 1 JUNE & NLT 31 JULY 2016	https://www.lms.army.mil
	Global Assessment Tool (GAT)	NET 1 JUNE & NLT 31 JULY 2016	https://armyfit.army.mil/Protected/
	Sexual Harassment/Assault Response Prevention Standing Strong Training FY16	NET 1 JUNE & NLT 31 JULY 2016	https://www.lms.army.mil
	Annual Security Refresher Training	NET 1 JUNE & NLT 31 JULY 2016	https://www.lms.army.mil
	Threat Awareness and Reporting Program (TARP)	NET 1 JUNE & NLT 31 JULY 2016	https://www.lms.army.mil
I certify that I have completed all applicable items on the pre-arrival task list:			
SIGNATURE AND DATE:			